

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
Richmond Division

Notice Re:

Procedures for Electronic Filing of a Motion for Expedited Hearing

1. The motion for expedited hearing, the substantive motion to be heard on an expedited basis, and any supporting memoranda must be filed via ECF by 4:00 p.m. in accordance with all requirements of Local Bankruptcy Rule 9013-1. Counsel must include the certification required by Rule 9013-1(N). The motion should clearly state a date by which a hearing is needed.
2. Motions submitted after 5:00 p.m. will not be considered until the following business day.
3. Submission of a motion before 4:00 p.m. does not guarantee a decision on that day.
4. As required in Exhibit 4, paragraph II.A.6. of the Local Bankruptcy Rules, once counsel has filed the motion, counsel should call the courtroom deputy to inform the court that the motion has been filed.
5. After the judge has made a ruling on the motion, counsel will be contacted by the court.

If the motion for expedited hearing is granted, the court will notify counsel of the date and time of the hearing to be included in the order to be submitted through BOPS. The order granting the motion for expedited hearing must comply with the requirements of Local Bankruptcy Rule 9022-1 and must contain the date, time and location of the hearing. When transmitting the order through BOPS, counsel should include the words “**Expedited Order**” in the subject line.

If the motion is denied, the court will prepare an order.

6. Upon being notified by the Court that the motion is granted, in addition to preparing and submitting the order granting the expedited hearing, counsel should promptly notice the matter for hearing.

April 7, 2005